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LIBRARY POLICY

AIM:

This policy aims to help the school provide quality education to the learners.

LIBRARY GOALS

- To promote research skills amongst learners
- To support learners in their studies
- To promote reading for pleasure
- To promote good reading habits amongst learners
- To supply educators with resources that support them in their teaching programs
- To promote the acquisition of knowledge
- To promote lifelong learning

USERS OF THE LIBRARY

Mainly learners and educators

LEARNERS

- Learners should display the desired conduct inside the library.
- Items in the library should be handled with the necessary care.
- Learners should be completely aware of how the library should be used, e.g. borrowing and returning of books, etc.
- Silence, no eating, etc.

EDUCATORS

- Should be able to manage learners in the library, e.g. learners should not be left without supervision.
- Handling of and caring for items; items that are set aside for project work should be counted and returned to a specific place after use.
- Aspects of the lending system, items that are borrowed from the library for classroom use should be collected and returned daily.
- Taking care of the library: it is expected that the last class of the day should place the chairs on the tables in order to make it easier for the support staff to sweep the floor.



LIBRARY COMMITTEE

The committee may consist of:

- a group of educators
- parents who do volunteer duty
- educator librarian
- an administrative library assistant

ROLE OF THE COMMITTEE

- keep record of the acquisition of reading material
- take care of the library and resources, e.g. dust and regular shelf reading
- implement the lending system
- manage the learning resources
- provide guidance regarding the use of the library
- establish and develop a reading culture and information skills
- establish good library habits, e.g. compliance with rules

FUNDING OF THE LIBRARY

AIM:

- to replace material that is worn-out, obsolete or unsuitable
- to supplement insufficient resources to support the curriculum
- to provide a balanced collection for all the learners

RAISING FUNDS

- fund raising drives
- sponsors
- a single tariff for all learners

ACCESSIBILITY

- Educators should be provided with a library timetable for daily use.
- The library should be accessible during school hours as well as a further two hours after classes have ended.

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

